

## Appendix C

### Pre-operational Inspection Checklist

Fork trucks shall be inspected every 8 hours (or daily). Do not operate the unit until all deficiencies have been corrected.

Unit No.: \_\_\_\_\_ Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

**Check the following as appropriate:**

	Satisfactory	Needs work
Overhead guard	<input type="checkbox"/>	<input type="checkbox"/>
Horn	<input type="checkbox"/>	<input type="checkbox"/>
Lights	<input type="checkbox"/>	<input type="checkbox"/>
Parking Brake	<input type="checkbox"/>	<input type="checkbox"/>
Service Brakes	<input type="checkbox"/>	<input type="checkbox"/>
Steering	<input type="checkbox"/>	<input type="checkbox"/>
Major fluid leaks	<input type="checkbox"/>	<input type="checkbox"/>
Mast and forks	<input type="checkbox"/>	<input type="checkbox"/>
Backup alarm	<input type="checkbox"/>	<input type="checkbox"/>
Tires (visual)	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts	<input type="checkbox"/>	<input type="checkbox"/>
Fuel leaks (liquid or propane)	<input type="checkbox"/>	<input type="checkbox"/>

*The following are applicable to explosives  
fork trucks only*

Fire extinguishers (Current and sealed)	<input type="checkbox"/>	<input type="checkbox"/>
Fuel lines secure	<input type="checkbox"/>	<input type="checkbox"/>
Electrical lines	<input type="checkbox"/>	<input type="checkbox"/>
Exhaust	<input type="checkbox"/>	<input type="checkbox"/>

Additional information \_\_\_\_\_

\_\_\_\_\_



## Appendix D

### Propane Tank Removal and Installation Procedures

To ensure adequate ventilation, propane fork trucks must be refueled outdoors in a designated refueling area. Fork trucks that run out of fuel inside a building must be towed outdoors to this designated refueling area. *Only* Fleet Management personnel or those authorized and trained by Fleet Management shall fill propane bottles.

#### D.1 Removing Empty Propane Tanks

Do the following to remove empty propane tanks:

1. Put on protective face shield and gloves.
2. Use an approved quick-closing coupling to the fuel line—a type that closes in both directions of the line and does not allow any propane to escape—or turn the shutoff valve counterclockwise to ensure the propane tank valve is closed. Allow the engine to run until the fuel in the line is exhausted.
3. If you are shutting off the valve at the tank, slowly unscrew the brass coupling from the tank.
4. Unstrap the two metal bands that secure the tank to the fork truck and remove the empty tank.
5. Place the empty tank in the designated propane storage bin.

#### D.2 Installing A Full Propane Tank

Do the following to install a full propane tank:

1. Put on protective face shield and gloves.
2. Obtain a full propane tank from the designated storage bin.
3. Place the tank on the fork truck and secure (tighten) it to the truck with two metal bands.
5. Re-connect the fuel line to the propane tank.
6. Slowly turn the valve clockwise to turn on the gas.
7. Before starting the fork truck, check for leaks at the fuel line coupling. Use soap and water to clean off any excess fuel.



## Appendix E

### Incidental Fork Truck Safety Guide Checklist

This appendix is to be used as a guide for evaluating a proposed operator's capability to operate a fork truck safely. Answer all the questions if the employee uses an incidental fork truck, or answer questions 1–18 if the employee only uses a pallet truck. Return the completed checklist to the Hazards Control Training Group, L-Code 386.

NOTE: The operator must have a valid California driver's license to receive authorization to drive a fork truck.

Name of proposed operator: \_\_\_\_\_  
(Please print)

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the operator know that he/she must inspect a fork truck before operating it? See Appendix C, "Preoperational Inspection Checklist."   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Does the operator know the required action if a fork truck is found to be defective? (The operator should place a "Do not Operate" tag on the truck and report any defects to his/her supervisor.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Does the operator obey traffic rules (i.e., stop at stop signs, keep to the right on roadways, etc.)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Does the operator know if personnel can be transported in fork trucks? (Personnel should <i>never</i> be transported in a fork truck, unless it is equipped with seats for two people and has a properly designed and approved safety platform [cage] for lifting only.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Can the operator find the maximum rated capacity on the fork truck? (The operator should check the manufacturer label plate for this information.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Does the operator know if the maximum capacity can be exceeded? (The maximum capacity can never be exceeded, not even to load test.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Does the operator always look in the direction of travel? (The operator should always look in the direction of travel, especially when backing up after placing or picking up a load.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Does the operator use the horn to warn people or other fork trucks (i.e., when traveling in or out of buildings, at blind corners, passing doorways opening out to loading docks, etc.)?   |

- ☐ ☐ 9. Does the operator travel with forks down, with or without a load; and does he/she know how far the forks should be from floor level? (The operator should keep the forks approximately 4 to 6 in. from floor level at all times.)
- ☐ ☐ 10. Does the operator travel with the fork truck's mast tilted back with a load? (When the operator is traveling with a load, the fork truck's mast should be tilted all the way back so the forks are tilted up.)
- ☐ ☐ 11. Does the operator pick up load to clear the floor or pallet rack before tilting the mast back? (This is the correct method.)
- ☐ ☐ 12. Does the operator tilt the mast forward and level the load before placing the load down? (This is the correct method.)
- ☐ ☐ 13. Does the operator drive in reverse if a high load should obstruct his/her view driving forward? (If the view forward is obstructed, the operator should always drive in reverse.)
- ☐ ☐ 14. Does the operator observe overhead clearances and proceed with caution? (The operator should always exercise caution because overhead clearances are difficult to judge.)
- ☐ ☐ 15. Does the operator know when a load should be secured? (The operator should secure all unstable loads.)
- ☐ ☐ 16. Does the operator know that he/she must proceed up or down a ramp (or incline) with a load always facing uphill? (There are no exceptions; the operator's load must always be on the uphill side.)
- ☐ ☐ 17. Does the operator know the floor capacity in a building when operating a fork truck? (The operator should be aware of trench covers and pit covers in the building. These vary greatly in strength and are a significant safety concern because of the weight of the fork truck and the load it may be carrying).
- ☐ ☐ 18. Does the operator park a fork truck correctly? (The operator should have the forks flat on the ground, the parking brake set, all controls in neutral, the ignition off, and the keys removed from the ignition.)
- ☐ ☐ 19. Does the operator know standard arm signals? (The operator should know the arm signals for stop, left turn, right turn.)
- ☐ ☐ 20. Does the operator use arm signals when driving a fork truck? (This is the correct method.)

- ☐ ☐ 21. Does the operator know the pivot point for turning on a fork truck, either traveling forward or in reverse? (The pivot point for turning is the front wheels.)
- ☐ ☐ 22. Does the operator use the pivot point to maneuver the fork truck effectively, especially in restrictive space areas? (This is the correct method.)
- ☐ ☐ 23. Does the operator know what will occur if sharp turns are made with a fork truck traveling at too great a speed? (The operator should know that fork trucks can roll over very easily when making sharp turns at excessive speed.)
- ☐ ☐ 24. Does the operator feel it is proper procedure to lift an upright 55-gal. drum by spreading the forks to fit the drum on each side and making the lift? (The operator should never use the forks to lift the drum. The proper method is to use an approved lifting device attached to the forks.)
- ☐ ☐ 25. Does the operator know that if a fork truck runs out of fuel inside a building, it must be refueled outside the building? (The truck must be towed outside to a safe location.)
- ☐ ☐ 26. Does the operator think it is safe to operate an internal combustion-engine fork truck in a confined space? (The operator should never operate the fork truck in a confined space because of the danger of carbon monoxide [CO] gas accumulation.)
- ☐ ☐ 27. Does the operator know that the mast should be vertical so that the forks are level when picking up or placing a load? (The operator should know that if the forks are not level, it is difficult to pick up or place a load without pushing or pulling the load out of position.)
- ☐ ☐ 28. Does the operator keep the forks spaced as far apart as possible for better stability? (Always spread forks as wide apart as possible for better stability.)
- ☐ ☐ 29. Would the operator allow anyone to place his/her hands in or around the fork truck mast with the truck's ignition on? (The operator should never let anyone put his/her hands anywhere near the truck while it is running. There are too many shear and catch points.)
- ☐ ☐ 30. Does the operator understand that he/she is licensed as an Incidental Fork Truck driver, and can only use a fork truck with a lift capacity of 9000 lb? (This is the correct method.)

LLNL supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix F

### Incidental Fork Truck Operator Qualifications

This appendix is to be used with on-the-job training. The operator's supervisor must complete this form within 6 months of the operator completing course HS5620. If the form is not completed within the time specified, the operator must repeat the course.

Name of proposed operator: \_\_\_\_\_  
(Please Print)

Job Title: \_\_\_\_\_ Dept./Div.: \_\_\_\_\_

Employee No.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ L-Code: \_\_\_\_\_  
(or Contract No.) \_\_\_\_\_

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Is the above-named individual required to operate a fork truck as part of his/her job assignment?                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Does this individual have a valid California driver's license? If yes, provide the license number: _____                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Has this individual completed course HS5620. If yes, provide the date: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Has this individual been evaluated using the checklist in Appendix E, and does he/she meet the criteria to operate a fork truck safely? |

LLNL Supervisor: \_\_\_\_\_ L-Code: \_\_\_\_\_  
(Please print)

Signature of Hands-on Instructor: \_\_\_\_\_  
(This must be an LLNL employee with a valid fork truck license.)

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**Return the completed form to Hazards Control, L-386, for approval.**

Signature: \_\_\_\_\_  
(Authorized Hazards Control representative) (date)